

Indian Success Academy Handbook



Santa Fe ISD Alternative Learning Center
4135 Warpath
Santa Fe, TX, 77510

Melissa Ward – ALC Coordinator

melissa.ward@sfisd.org (409)-925-9401

Wendy Falcon – Indian Success Academy Teacher

wendy.falcon@sfisd.org (409)-925-9453

Kimberly McCollum – DAEP Teacher

Kimberly.mccollum@sfisd.org (409)-925-9445

Sandra Zeringue – ALC Counselor

Sandra.zeringue@sfisd.org (409)-925-9055

Lois Jones – District Social Worker

lois.jones@sfisd.org (409)-925-9075

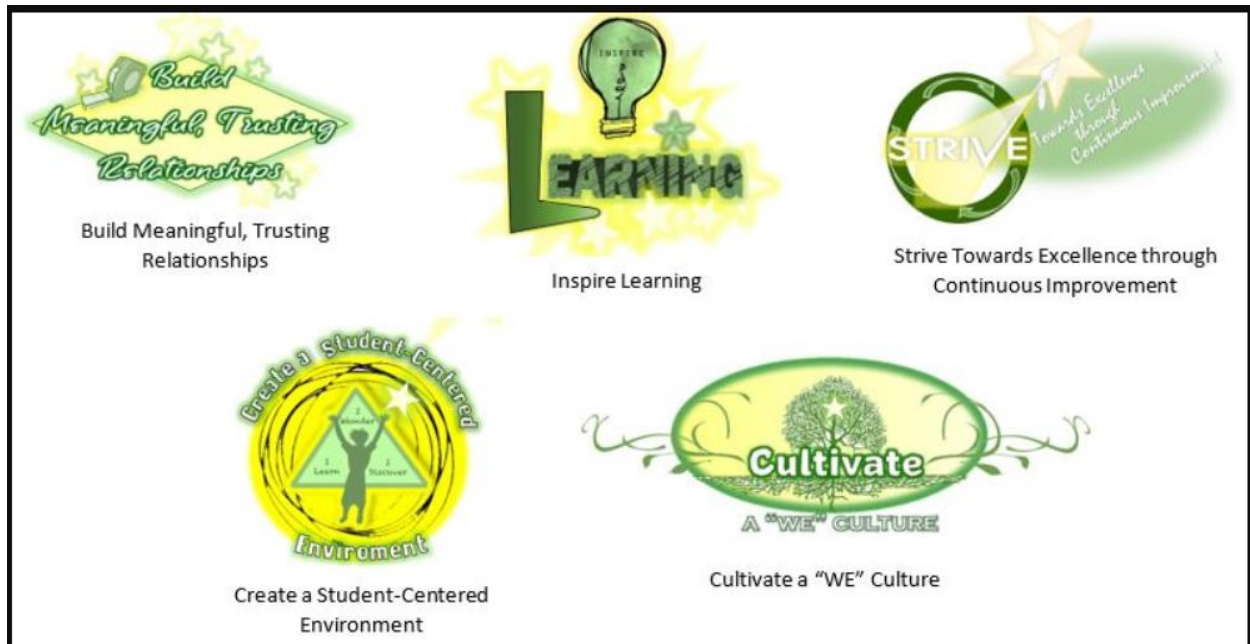
SANTA FE ISD VISION STATEMENT

Santa Fe ISD, in partnership with our community, is an innovative district building a legacy of excellence.

SANTA FE ISD MISSION STATEMENT

Santa Fe ISD is an academic leader committed to excellence through continuous improvement by instilling high standards, building strong community partnerships, providing innovative opportunities, and empowering students for lifelong success.

SANTA FE ISD CORE VALUES:



We aspire to instill these core values into each and every one of our students in order to ensure they are prepared to become successful, viable members of society.



Portrait of a Santa Fe ISD Graduate

<i>S</i>elf-Directed Learner	<ul style="list-style-type: none"> • Intrinsically motivated and seeks knowledge • Takes ownership of life-long learning • Reflective and willing to share knowledge • Encourages and supports a culture of learning
<i>F</i>ocused and Effective Communicator	<ul style="list-style-type: none"> • Shares respectfully ideas, listens attentively, and acknowledges different perspectives • Uses technology appropriately to communicate information • Communicates clearly ideas, both verbally and non-verbally, to all audiences • Applies effectively interpersonal and interview skills in a professional setting
<i>I</i>nnovative Problem Solver	<ul style="list-style-type: none"> • Identifies and analyzes problems • Resourceful, collaborative and creative • Seeks out current research, utilizes new technology, and is willing to take risks • Explores multiple solutions
<i>S</i>ervice-Oriented Citizen	<ul style="list-style-type: none"> • Volunteers and contributes back to their community by participating in selfless projects that help others • Advocates in a caring and responsible manner for their community and is empathetic towards the needs of others • Personable individual who understands and accepts diversity and promotes community pride
<i>D</i>edicated to Excellence	<ul style="list-style-type: none"> • Accepts challenges and perseveres through adversity • Devoted to academic success • Exhibits a disciplined work ethic • Holds high expectations/standards for self and others • Punctual and persistent



IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your student to become familiar with the various issues addressed in this section. It is organized in alphabetical order to serve as a quick-reference when you or your student has a question about a specific school-related issue. If you are unable to find the information on a particular topic, please contact the ALC Administrator.

ABSENCES/ATTENDANCE

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and online instruction and to build each day’s learning on the previous day’s. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

Indian Success Academy Attendance

Each student in the ISA program is expected to attend during school hours, 7:30 a.m. – 2:40 p.m.

- **Students Who Are Employed:** Students may leave campus early if they are employed and are scheduled to work in the afternoon. They student ***must submit employer documentation of the student’s work schedule*** to the ALC Administrator. Schedules must be provided on a weekly basis if the student’s hours differ from week to week. A student is required to be in attendance at ISA for a minimum of four hours prior to leaving the campus for work. This information should be provided to the student’s employer to ensure the student remains in good standing at ISA.
- **Students Enrolled in a College Program:** Students may enroll in courses at College of the Mainland or other colleges either in the morning or afternoon. However, the student must arrange his/her schedule to ensure they attend ISA a minimum of four hours each day.
- **Students Enrolled in a Certification or Career Pathway at Santa Fe High School:** Students have the opportunity to attend classes at SFHS to ensure the completion of their certification or career pathway.

Compulsory Attendance

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day until the end of the school year. If a student 18 or older has more than five unexcused absences in a semester the district may revoke the student’s enrollment. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA]

Exemptions to Compulsory Attendance

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious Holy Days
- Required court appearances
- Activities related to obtaining United States citizenship
- Service as an election clerk
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders (A note from the health-care provider must be submitted upon the student's arrival or return to campus)
- For students in the conservatorship (custody) of the state
- Mental health or therapy appointments
- Court-ordered family visitations or any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours

In addition, a junior or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided the student receives approval from the ALC Administrator, follows the campus procedures to verify such a visit, and makes up any work missed. Absences of up to two days in a school year will also be considered an exemption for a student serving as an early voting clerk, provided the student notifies his or her teachers and receives approval from the ALC Administrator prior to the absences.

As listed in Section I at Accommodations for Children of Military Families, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployment.

Failure to Comply with Compulsory Attendance

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school, required special programs, such as additional special instruction, termed — "accelerated instruction" by the state, or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.
- For a student younger than 12 years of age, the student's parent could be charged with an offense based on the student's failure to attend school.

- If a student age 12 through age 17 violates the compulsory attendance law, both the parent and student could be charged with an offense. [See policy FEA (Legal)]

Students 18 or older may be removed from the program and returned to the school campus to complete their educational requirements or may be withdrawn from SFISD.

Notice to Parents & Students Regarding Absences & Admissions

There are guidelines that must be followed when your student is absent, arriving late or departing early from the campus. These policies were derived by Santa Fe ISD for the protection of your child as well as supplying the necessary records for documentation of your child's absence.

Guidelines are as follows:

- A note from a parent/guardian will be necessary for any student who is either late to school or is leaving early from school for that absence to be excused.
- When returning to campus following an absence, please be sure your child has a note including the student's first and last name, specific dates, and the signature of a parent/guardian. This is the only way the student will obtain an excused absence. Bring notes from any type of health care professional (i.e. physician, dentist, etc.) when you return, if applicable.

Documentation after an Absence

When a student must be absent from school, the student—upon arrival or return to school—must bring a note signed by the parent that describes the reason for the absence. Notes must be received by the campus no more than three (3) days after the absence to be excused. A note signed by the student, even with the parent's permission, will not be accepted. Exceptions may be granted for independent or homeless students.

Doctor's Note after an Absence for Illness

Upon return to school, a student absent for more than four (4) consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school in order to determine whether the absence or absences will be excused or unexcused. [See policy FEC (Local)]

Academic Programs

The school counselor provides students and parents' information regarding academic programs to prepare for higher education and career choices. **At HS ONLY.**

BULLYING

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or -related activity, or in a district operated vehicle, and the behavior:

- Results in harm to the student or the student's property,
- Places a student in reasonable fear of physical harm or of damage to the student's property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school. Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called —cyber bullying.

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying. Any retaliation against a student who reports an incident of bullying is prohibited.

The principal may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district.

A copy of the district's policy is available online at <http://pol.tasb.org/Home/Index/504> A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG (Local).

CAFETERIA/NUTRITION SERVICES

At Indian Success Academy, we are not required to provide cafeteria services to the students. However, breakfast and lunch are available from the Santa Fe Junior High cafeteria for free in the 2021-2022 school year. Extras are offered through the cafeteria at an additional cost. Payment must be maintained through the YUM app (the same method used to pay for lunch on the other SFISD campuses). Food is allowed only during scheduled meal times. Students are permitted to bring drinks (no energy drinks) to Indian Success Academy. Drinks must be in a sealed can/bottle (no glass containers). Drinks that have been opened prior to entering the ALC will be discarded upon entry. No excessive amounts of gum or candy are allowed. Snacks and drinks may NOT be shared with other students. No Yetti/Arctic-type cups are allowed. Students are required to clean up after themselves.

Causes for Removal

- Attendance (missing days, being late or leaving early on a consistent basis)
- Lack of Progress (progress is checked daily)
- Disorderly Behavior

CONTRABAND DETECTION DOGS

The district uses trained contraband detection dogs to search campuses.

INTAKE

Each new student admitted into the Indian Success Academy program will go through an intake meeting. Both the student and the parent/guardian of the student are required to attend. These meetings are for the parent and student to understand fully the rules and to fill out/turn in required paperwork. For DOR students who have signed up independently, no parent/guardian is required at this meeting. Intakes for both DOR and Indian Success Academy will be scheduled in the morning hours of any work day.

SEARCHES/METAL DETECTOR

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law. Small purses (clutch bags) are allowed and will be searched prior to entry to the ALC.

SURVALLANCE CAMERAS

Students assigned to Indian Success Academy are subject to audio and visual monitoring at all times.

CONDUCT

Applicability of School Rules

As required by law, the board has adopted a **Student Code of Conduct** that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the **Student Code of Conduct**. Students and parents should be familiar with the standards set out in the **Student Code of Conduct**, as well as campus and classroom rules. During any periods of instruction during the summer months, the Student Handbook and **Student Code of Conduct** in place for the year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

Cell Phones

Students will be allowed to keep their phones at their work station. If the student does not make adequate progress due to their phone activity, the student may receive disciplinary consequences.

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. To plan for the future, each student should work closely with the counselor in order to enroll in the high school courses that best prepare him or her for attendance at a college, university, or training school, or for pursuit of some other type of advanced education. The counselor can also provide information about entrance exams and application deadlines, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

Personal Counseling

Students at the Warpath Alternative Learning have access to counseling services provided by Sandra Zeringue, LSSP-NCSP, and Lois Jones, LMSW. Both ladies have lots of experience in working with students, families, and staff. Below are the office numbers of these individuals:

Sandra Zeringue 409-925-9055

Lois Jones 409-925-9075

Students, parents, and staff have access to counseling options in the community. Some of these include:

- Santa Fe Resiliency Center
- Gulf Coast Center
- Innovative Alternatives
- United Way
- TCHATT

Communities in Schools will be working with students and families in SFISD this year. One of their social workers will be working with Mrs. Jones. An awesome aspect of having their help is that they can do home visits. This is a wonderful intervention for attendance issues and behavioral and/or mental health concerns.

Computer Use

Computer usage is to be restricted to Edgenuity only. At no time should any student be on any other website on the computer other than their coursework on Edgenuity. At no time should a student be playing games or browsing the internet for any reason other than assistance with their course work. Computer use is also not permitted for streaming videos or music. Both student and parent will be required to sign the district acceptable use policy.

Edgenuity

- Each student is required to complete his/her own work on the computer each day. Active participation in fulfilling one's work must be obtained throughout the entire time the student is in the classroom.
- Students are encouraged to do work at home. Teachers will unlock assignments that can be completed at home when asked. Students can work on lessons and quizzes at home, all tests must be completed in the classroom unless the student is enrolled in virtual learning.

- The shortcut for Edgenuity can be found on the SFISD home page under the “Students” tab located in the top right hand corner of the page.
- Teachers are available to assist students with Edgenuity during regular school hours, 7:30 a.m. – 2:40 p.m.

Contact with Other ALC Classrooms

- ISA students will not enter any classroom other than the room where they are assigned. Entering other classrooms without permission may result in disciplinary action.
- At no time should any ISA student come into contact with any DAEP student in the building or in the parking lot. ISA students are also not permitted in the DAEP hallway for any reason during the school day.

Main Entrance to ALC (Front Door)

Each day the student should enter through the front door. If no teacher is available to see the student, a doorbell is available beside the door for the student to ring to be let in. **At no time should any student open the front door for anyone who is trying to get into the building, even if they have a badge.**

Tobacco/E-Cigarettes/Vapor Pens

Santa Fe ISD is a tobacco free campus. Students are not allowed to bring any tobacco product onto the campus at any time. Electronic cigarettes and vapor pens are also prohibited items. Should a student be found in possession of tobacco/e-cigarettes, the items will be confiscated, turned over to the SFISD Police Department and the student will receive disciplinary actions based on the SFISD Student Code of Conduct.

Transportation

Students who attend Indian Success Academy may provide their own transportation to and from school. If needed, students may choose to ride district transportation. To do so, the student must register with the SFISD Transportation Department.

2020-2021 SANTA FE INDEPENDENT SCHOOL DISTRICT STUDENT DRESS CODE & PERSONAL GROOMING REQUIREMENTS

The standards for dress and grooming have been established to teach good grooming and hygiene, instill discipline and modesty, demonstrate respect for authority, prevent disruption, avoid safety hazards, and provide a positive learning atmosphere. Dress and grooming standards promote responsibility and self-esteem, thus preparing students to be ready for the adult world in higher education and the workplace.

Students will not be allowed to leave school to change clothes, unless approved by the principal. Approval to leave campus for changing clothes will be given ONLY in cases of extreme necessity or emergency. Parents will be asked to bring clothing to school for a student, if necessary.

The district prohibits clothing or grooming that, in the principal's or designee's judgment, may reasonably be expected to cause disruption of or interference with normal school operations. Any accessory or clothing item deemed unsuitable for school by the campus administration will be prohibited.

Expectations for Student Dress:

- Any accessory or clothing item adorned with metals that could create delays at campus metal detectors should not be worn.
- Clothing items and accessories should not depict or promote the occult, gang affiliations, death, suicide, violence, drugs, alcohol, tobacco, or sex.
- Clothing should be washed and clean.
- Clothing with tears and holes will not be permitted above the mid-thigh area.
- Clothing should not be sheer or "see through."
- Appropriate undergarments should be worn and not visible.
- Any clothing that brings undue attention is considered disruptive and unacceptable (including tops that reveal too much cleavage.)
- Clothing items and accessories should not contain "racially divisive" materials, flags, or insignia.
- Onesie/costume or pajama sets are not permitted.
- Students should come to school bathed and free of body odor.
- Hair and facial hair should be neat and clean and should not be distracting to the learning environment.
- Violent, profane, and sexual visible tattoos (temporary or permanent), face painting, body art or personal body drawings are not appropriate and must be covered.
- Chains other than jewelry will not be allowed.

- Spiked jewelry of any kind is not allowed.
 - “Dog collars” are not allowed.
 - Sunglasses, hats, caps, bandanas, hoods, or other headwear are not allowed in school or on buses.
 - High School will allow hats and hoodies as a privilege, but they may not be distracting.
 - Visible body piercings should not be distracting to the learning environment.
 - Gang-related clothing or articles are not allowed, including bandannas, towels, beads, etc.
-

Dress Standards:

All clothing items will be addressed below to describe specific requirements.

Shoes:

- Shoes must be worn at all times at school.
- “House slippers” or “house shoes” are not allowed.
- Shoes with rollers are not permitted unless the rollers have been removed.
- Students may wear flip-flops in all grades except during PE/athletics.
 - Certain classes or teachers may require students to wear “closed toe” shoes as part of the activities that may occur in the course. This will be announced in advance where possible by the teacher. It is the student’s responsibility to comply with this requirement.

Shirts/Blouses/Sweaters/Sweatshirts – May be any color or style, EXCEPT the following:

- Short blouses or shirts are not acceptable at school. The mid-section, or stomach area, must be covered. If the mid-section is exposed when hands are raised over the head, the blouse or shirt is too short.
- Backless or halter tops
- Low-cut or exposing cleavage
- Off the shoulder
- Tank tops (in grades 6-12) unless covered
- “Spaghetti” straps, thin straps, or strapless
- Tube tops

Pants and Shorts:

- Pants/jeans/slacks/shorts with “distressed” areas may not reveal undergarments or buttocks.
- Holes may not be above the mid-thigh area.

- Pajama pants are not allowed in school.
- “Yoga pants” are allowed if a dress code approved top/shirt is worn with them.
- Shorts must be no shorter than mid-thigh length.
- Shorts that have a flap designed to simulate a skirt (“skort”) are allowed if they are no shorter than mid-thigh.

Skirts/Jumpers/Dresses:

- The hemline of skirts, jumpers, and dresses must be no shorter than mid-thigh. This includes long shirts worn as dresses.
- Slits in skirts/jumpers/dresses may not be any higher than mid-thigh.
- Dresses with plunging necklines, exposed cleavage, midriff, and bare backs are not permitted.

Outerwear:

- Outerwear is defined as clothing designed to protect from the elements, such as coats and jackets.
- Coats and jackets should be of an appropriate size/fitted, should not be below the hip in length, and may be worn over dress code attire in inclement weather.
- Long coats of any style (trench coats, dusters, overcoats, military-type jackets) and jackets with an excessive amount of inner and outer pockets are not acceptable as a form of outerwear and will not be accepted at school.
- Any item of outerwear deemed unsuitable for school by the administration will be prohibited.

This is not a discipline setting. Persistent misbehavior will result in removal from the program. The student is expected to follow these rules and to follow the directions given to them. Students are never to talk with disrespect to any teacher who addresses them in the classroom, even if they come from a different room inside the building. The student should also use appropriate language when speaking within the classroom.

I hereby acknowledge that I have read and fully understand the Indian Success Academy Rules. I also know that failure to follow these rules can result in my removal from this program. I am aware that this program is a privilege for me and that there is a list of students at the high school anxiously awaiting approval into this program.

Student Signature

Date

Parent Signature

Date